

## MEMORANDUM

TO: Faculty Interested in Teaching During Winter 2024 Session

FROM: Gail Gasparich, Ph.D.  
Provost and Vice President for Academic Affairs

DATE: April 12, 2023

SUBJECT: **RELEVANT INFORMATION ABOUT 2024 WINTER SESSION**

I am pleased to share with you the success of the 2023 Winter Session, which resulted in 116 course sections and a total enrollment of 1855 students! Of those sections, 108 were offered as fully online courses. Thank you to the faculty who taught courses during the Winter Session.

Winter 2024 classes will begin on Monday, December 11, 2023, and end on Sunday, January 14, 2024. **Faculty who are interested in offering a Winter course should submit information to their Department Chair by September 1, 2023.** Your submission should include:

1. Course information (Subject, Course Number, Title).
2. Instructional delivery method (100% online, face to face, or blended).
3. Dates and times for any face to face or synchronous online meetings.
4. Dates and times for any inclement weather make-up days, if course includes any face-to-face component.
5. Indication of whether the course is approved for DL offering, if applicable.

Departments will compile the lists of course offerings and submit to their Dean for approval.

Faculty who are offering winter courses will be contacted in the Fall to complete a DocuSign form where they will indicate their minimum agreed-to enrollment, based on Continuing Education Pay scale. This number is for CE pay agreement purposes only; your Dean may require a higher enrollment to run the course. If the number of students enrolled falls below the minimum number you list, the section may be cancelled, or reassigned, or your chair or Dean may ask if you are willing to keep the assignment with lower pay.

The process will be managed by CGSAL by Alison Wells. If you have any questions, contact Alison via email at [Alison.Wells@millersville.edu](mailto:Alison.Wells@millersville.edu).

The [Registrar's Office website](#) contains course schedule information. For your information, the link to the locally negotiated policy statement on winter office hours is [here](#). If you have any questions about the policy, please contact the APSCUF office.

**Notes for Face-to-Face classes –**

Because of the irregular meeting schedules of winter session face-to-face courses, it is not possible to develop a make-up schedule that will address all possible course situations in the event of inclement weather. In 2001<sup>1</sup>, a decision was made to allow faculty to utilize their own professional judgment under these circumstances. Additionally, the pandemic provided faculty with experiences in online and remote learning options to help mitigate inclement weather scenarios.

Accordingly, the following are key points regarding the winter schedule and course cancellation due to inclement weather:

1. In the event of inclement weather during Winter Session 2024 classes, individual faculty must make adjustments to accommodate missed class time. Timely notification and directions should be provided to students.
1. Please refer to “Winter Session 2024 Dates” for guidance in determining total contact hours needed in a winter course.
2. Faculty who schedule make-up classes on campus should contact the Registrar’s Office at 717-871-5005 to check on classroom availability.

In the event of inclement weather, campus opening delays or closing announcements will be made utilizing the MU Alert System, MU’s homepage and local radio and television stations as early as possible. It is expected that classes will meet as regularly scheduled unless an official announcement has been made by the university administration through the local media.

IT managers will be on call when the university is closed. Please follow the “off hours” instructions provided when reporting any issues to the Help Desk (ext. 7777) so that the manager is alerted. Any individual issues should be directed to the Help Desk when the university re-opens.

<sup>1</sup>2001 Senate Note:

In 2001 Senate forwarded a motion proposing an inclement weather schedule to the Administration, who sought considerable input in deliberating this issue. All three deans discussed the proposal with their School Councils (as they were then called), and all three Councils believed it more appropriate to continue the current practice that faculty develop their own strategies for making up classes as a result of inclement weather. This response was supported by both Student Senate and APSCUF at Meet and Discuss. Therefore, the motion for an adjusted schedule during inclement weather was not approved in the interest of allowing faculty to utilize their own professional judgment under these circumstances.

## Winter Session 2024 Dates: December 11, 2023 - January 14, 2024

**The following dates cannot be scheduled for face-to-face classes:  
Dec 25 and Jan 1**

### **Option 1: Distance Learning Classes** (fully online or at least 80% online)

The schedule will be determined by faculty. Faculty must meet the required student learning outcomes. For those courses that are 80-99% online, a meeting schedule of the dates and times for the face-to-face (F2F) meetings must be provided, and the course must meet the required student learning outcomes. F2F courses converted into a distance learning format must go through the approval process for distance learning courses – details are found online at:

[Distance learning \(DL\) course approval process](#)

*Please note: faculty only receive distance learning stipends if the course is fully online or at least 80% online; if the course is meeting F2F for more than 20% of the course but still utilizing technology, it is considered a blended course and should not have a .50 section code (which designates distance learning).*

Example for 80% online course:

<b>Number of class meetings</b>	<b>Total Contact Hours for F2F Meetings, 3 credit class</b>	<b>Example Dates</b>	<b>Example Days</b>
2	8 a.m. – 11:30 a.m. meetings on 12/19 and 1/9 (7 hours face to face)	Dec. 19 Jan. 9	Tuesdays

### **Option 2: Face to Face Classes\***

If the course is offered face to face only, the schedule may vary, but must meet the required contact hours. Examples:

<b>Number of class meetings</b>	<b>Example Meeting Times, 3 credit class, including final but not breaks</b>	<b>Example Dates</b>	<b>Example Days</b>
8	8 a.m. - 12:45 p.m. M/T/W/R 4 days a week, for 2 weeks (4:45 x 8 = 38 hours total)	Dec. 11 - 14 Jan. 8 - 11	MTWR
8	5:00 – 9:15 p.m. W/R/F x 2 weeks 8:00 a.m. – 2:00 p.m. Saturday x 2 weeks [(4:15 x 6) + (2:00 x 6) = 37.5 hours total]	Jan. 3 - 6 Jan. 10 - 13	WRFS
12	1:00 – 4:10 p.m. T/W/R 3 days a week, for 4 weeks 3:10 x 12 = 38 hours total)	Dec. 12, 13, 14 Dec. 19, 20, 21 Jan. 2, 3, 4 Jan. 9, 10, 11	TWR

**Option 3: Immersion Classes** (field study, study abroad)

A minimum of 5 full days (7.5 hours a day) equates to a three-credit course. Note that travel time is not included in the required hours.

**Option 4: Internships and/or Co-Ops**

The schedule will be determined by faculty. Faculty must provide a start and end date and must meet the required student learning outcomes. Note: faculty may want to start this option in the winter session and go into or throughout the spring semester.

**Note:** *The suggestions above are just examples. Creative format options are encouraged. Any creative scheduling must meet the minimum hour requirements and requires approval of the Dean.*